

# BYLAWS PALO ALTO SENIOR HIGH SCHOOL SITE COUNCIL

## ARTICLE I: Name

The name of this council shall be the Palo Alto Senior High School Site Council. It is also known as the Paly Site Council and shall be referred to in these bylaws as the Site Council.

## ARTICLE II: Role of Council

The Single Plan for Student Achievement, including a budget, shall be developed and approved by the School Site Council based on input from school advisory committees and an analysis of verifiable state data to improve the academic performance of all pupils. The School Site Council, following approval of a Single Plan for Student Achievement by the school district governing board, shall have ongoing responsibility to review with the principal, teachers, other school personnel, and pupils the implementation of such a program. Modifications or any improvements to the plan or budget shall be developed, recommended, and approved or disapproved in the same manner. The Council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

## ARTICLE III: Composition of the Council

### **Section 1 - Membership:**

The Site Council shall be constituted to ensure parity between (a) the principal and other school personnel with a majority of this group being classroom teachers, and two support staff and (b) equal numbers of parents and students. Other than the Principal, all members of the Site Council shall be selected according to prevailing law. (See Section 3) Because of the importance of regular attendance to the conduct of business, members of interest groups shall not be permitted to share a seat on the Council.

### **Section 2 - Terms of Office:**

All parent and staff members of the Site Council shall serve two-year terms except the principal, who is a permanent member. Student members shall serve a one-year term. Members shall begin their terms with the first Site Council meeting in the fall. If a staff or parent member is selected to serve two consecutive terms (4 years) at least one year shall elapse *after the conclusion of the two terms( 4 years)* before such member may be selected to a new term. *Students may serve as often as appointed.*

### **Section 3 - Elections:**

Selections for membership on the Site Council will be held according to the following manner:

- a. Staff will have all-staff elections.
- b. *Parents shall be elected by other parents at the beginning of each school year.* Nominations for the slate shall be solicited in the *spring via the Paly Link* and from the various parent support groups in the Paly, JLS and Jordan school communities.
- c. Students will continue to be elected at student elections *or appointed by the Student Officers. It is recommended that the one student member be chosen from each grade.*
- d. A Parent or Guardian is eligible to serve as a parent rep only if he/she is not employed by PAUSD. (California Code of Regulations, 1990, section 4002).

#### **Section 4 - Vacancies:**

Each constituency shall elect an appropriate number of Site Council members, plus furnish a ranked list of runners-up for the purpose of filling vacancies. If a vacancy occurs prior to the end of the term of office, the Site Council shall then choose, within thirty(30) days, a replacement, using the ranked list from the most recent election. If there is no one on the list, the Student Council will recommend student replacements, the PTSA Board will recommend parent replacements, and the Staff will conduct a new election.

#### **Section 5 - Orientation:**

*Interested future Site Council members shall be invited to join the Site Council for its sessions as non-voting observers at the end of the school year prior to elections. At the beginning of the school year, each new member shall be given all materials required for the performance of duties as a Site Council member.*

#### **Section 6 - Attendance:**

Members shall be expected to attend all regular meetings. Any absences shall be reported in advance to the Chair, Principal or Coordinator.

#### **Section 7 - Termination of Membership:**

If a question should arise concerning the attendance pattern or performance of any member serving on the Site Council, the Site Council shall review the problem and may, by the vote of a majority of the Site Council members, remove that member. Any member absent for three (3) consecutive meetings shall be notified of possible termination of membership. If a fourth consecutive meeting is missed without an excuse acceptable to a majority of the Site Council membership, that member shall be removed and a successor shall be appointed to that position.

#### **Section 8 - Resignation:**

Any member may resign by filing a written resignation with the Site Council.

### **ARTICLE IV: Officers**

**Section 1 - Election:**

The Chair, Vice-Chair, and Secretary of the Site Council shall be elected each year at an annual organizational meeting in the fall. Officers should represent a least two different constituencies (faculty / staff, parents, and students). The Council may choose to elect a chair and a vice chair or two co-chairs.

**Section 2 - Duties of the Chair:**

The Chair shall preside at all meetings, serve on the Agenda Setting Committee, recommend to the Council the priority of agenda items, establish the approximate time limit for each agenda item, decide on questions of order, appoint all committees unless otherwise designated, and enjoy the same rights as other members, such as voting, introducing motions and resolutions, and discussion questions that come before the Site Council.

**Section 3 - Duties of the Vice-Chair:**

The Vice-Chair shall perform the duties of the Chair in the case of his/her absence, serve on the Agenda Setting Committee, and shall perform other functions as designated by the Chair or Site Council.

**Section 4 - Duties of the Secretary:**

The Secretary shall review and edit the transcript of the minutes as prepared by the Coordinator, shall take minutes in the absence of the Coordinator, and serve on the Agenda Setting Committee.

**Section 5 - Removal:**

Any officer may be removed by a majority vote of the full membership of the Site Council whenever, in the judgment of the Site Council, the best interests of the Site Council would be served.

**Section 6 - Vacancies:**

A vacancy in any office because of resignation, removal, disqualification, or otherwise, shall be filled by a special election of the Site Council for the unexpired portion of the term.

**ARTICLE V: Committees**

**Section 1 - Standing Committees:**

The Site Council may, from time to time, establish and abolish such standing committees as it may desire. No standing committee shall exercise the authority of the Site Council.

- A. Agenda Setting Committee
  - 1. Members: Elected officers, principal, and coordinator
  - 2. Duties:
    - a. Setting agendas
    - b. Reviewing new proposals and making further recommendations

*B. Staff Development Committee:*

- 1. Members: Representatives from the Site Council and non-members who represent various school departments.*
- 2. Duties: to review and recommend staff development proposals and activities.*

**Section 2 - Special Committees:**

The Site Council may establish and abolish such special committees, as it may desire. No special committee shall exercise the authority of the Site Council.

**Section 3 - Membership:**

The Chair of the Site Council shall appoint members to the various committees unless otherwise determined by the Site Council in its decision to establish a committee.

**Section 4 - Term of Office:**

Each member of a committee shall serve his/her appointed term unless the committee shall be terminated or unless such member shall cease to qualify as a member.

**Section 5 - Rules:**

Each committee may adopt rules for its own governance not inconsistent with these bylaws, or with rules adopted by the Site Council, or with policies of the PAUSD governing board.

**Section 6 - Quorum:**

A majority of the committee shall constitute a quorum unless otherwise provided in the decision of the Site Council when designating a committee. The act of a majority of the members present at a meeting where a quorum is present shall be an act of the committee.

**ARTICLE VI: Meetings**

**Section 1 - Regular Meetings:**

The Site Council shall meet regularly at least once per school month and the meetings shall be open to the public with the exception of such sessions as are authorized by law to be closed. Regular meetings shall be held at a time and place to be determined by the Site Council, and the schedule of meetings shall be made known to the public.

**Section 2 - Notice of Meetings:**

Public notice shall be given of regular meetings at least 72 hours in advance of the meetings by posting *on campus and in the Paly Link*. Any change of the established date, time or location must be given special notice. Special meetings may be called as needed, and shall be publicized 24 hours in advance whenever possible by means of a notice posted on the Main Office Bulletin Board, and on the Paly Link.

**Section 3 - Conducting Business:**

The Site Council shall operate in accordance with agreed upon procedures. The presiding Chair shall run each meeting in an efficient, cordial, business-like manner, assuring that each member has an opportunity to speak on all agenda items, but limiting discussion when necessary to ensure that all business can be accomplished in the time allowed. In general, the group shall make decisions by consensus. However, when a consensus cannot be reached, the majority shall rule. When agreement on a procedural issue cannot be reached the latest edition of Robert's Rules of Order, Newly Revised, will be binding.

**Section 4 - Agenda:**

Agenda items may be submitted to the Coordinator prior to a regularly scheduled Agenda Setting Committee meeting. The final agenda will then be prepared by the committee. The agenda shall be posted in the designated areas in advance as prescribed by law.

**Section 5 - Information and Action Items:**

To provide opportunity for reaction by the public, and study by the Site Council, action upon proposals being presented for the first time shall be considered as "information items." At this time, arguments for or against each proposal may be presented by interested groups. The proposals will be treated as action items at a subsequent meeting, at which time discussion will be limited to Site Council members or others by invitation. No action may be taken on items not appearing on the posted agenda unless Council members present, by unanimous vote, determine there is a need to take immediate action and that the need for action arose subsequent to the posting of the agenda.

**Section 6 - Communications from the Public:**

In the establishment, implementation, and modification of its policies and procedures, the Site Council shall encourage members of the staff and community to contribute their ideas.

- a. Provision shall be made at each meeting for receiving oral communications from the school community and for recognizing signed, written communications addressed to the Site Council. In some instances, the Site Council may direct that the matter be included on the agenda of a later meeting or referred to a subcommittee or other source if it is of significance or community concern.
- b. Members of the public wishing to address the Site Council should indicate their desire to the Chair. Each member of the public addressing the Site Council is requested to limit his/her remarks to three (3) minutes each. Public input shall not exceed 30 minutes at each meeting without permission of the Council.

**Section 7 - Order of Business:**

In general, the order of business for regular meeting shall be :

- a. Call to Order
- b. Minutes

- c. Open Forum for members of the public to address the Site Council on non-agenda items.
- d. Agenda items
- e. Adjournment

**Section 8 - Quorum:**

The presence of 51% of the total council membership shall be required in order to constitute a quorum necessary for the transaction of the business of the School Site Council. No decision of the School Site Council shall be valid unless a majority of the members then holding office concur. It is required that at least one member of each of the four constituencies (parent, student, certificated, and other (support staff) be included in the majority required for a quorum.

**ARTICLE VII: Personnel Policy**

A Site Council Coordinator may be employed to facilitate the work of the Council. The coordinator is not a voting member of the Council. Employment procedures shall be consistent with the PAUSD policies and procedures. A complete description of the Coordinator’s duties is available in the Paly office and at the district personnel office. The Coordinator’s duties include, but are not limited to:

- Preparing briefing materials for each Site Council member and distributing them to each member 48 hours in advance of the meeting (when possible).
- Recording minutes of each meeting.
- Preparing the Council’s annual budget.
- Receiving and disbursing monies, as directed by the Council.
- Disseminating information about the Council’s business, with oversight by Council officers and the Principal.
- *Conducting annual elections.*

**ARTICLE VIII: Amendments**

These bylaws may be amended by a two-thirds (2/3) vote of the entire membership of the Site Council.

Approved March 1981  
Amended March 1983  
Amended October 1984  
Amended April 2014

Amended September 1990  
Amended August 1995  
Amended May 2003